

12 FAM 070 SECURITY AWARENESS INFORMATION

12 FAM 071 MEDIA PRODUCTION

(TL:DS-39; 8-15-94)

a. DS, through DS/PLD/SA, is responsible for the creation and production of a full range of security awareness materials including publications, audiovisual materials, photographic services, exhibit and presentation materials, assistance with public speaking engagements, unclassified internal information briefs, and newsletters. It also maintains a library containing DS publications and audiovisual materials and is responsible for their distribution.

b. DS/PLD/SA is responsible for the design, development, production, and distribution of all DS audio-visual projects and publications designed for audiences outside the Bureau. There are exceptions for printed materials for training courses, and those products with a specific exemption granted by the Materials Review Board (MRB).

12 FAM 072 MATERIAL REVIEW BOARD OPERATION

(TL:DS-39; 8-15-94)

a. The MRB reviews printed materials produced by DS at the conceptual stage and prior to producing the final draft. The full board reviews concepts and the Executive Director reviews final products.

b. Audiovisual materials are reviewed at three stages: the conceptual, the script/storyboard, and after completion. During the script and production stages coordination with DS/EX/SA is required.

c. Current operating procedures for submitting materials to the MRB or requesting exemptions are published in DS bureau-wide notices.

d. The MRB meeting schedule is established by notifying board members by memorandum of the agenda, date, and time.

12 FAM 073 DEPARTMENT APPROVALS

(TL:DS-39; 8-15-94)

The MRB process is designed to encourage coordination within DS. When Department approval for a publication must be obtained, the MRB Executive Director will assist in obtaining Department approval, which is controlled by the Department's Publishing Services Office.

12 FAM 074 THROUGH 079 UNASSIGNED

